**Bristol Township School District**

**6401 Millcreek Road, Levittown, PA 19057 – Food Service 215-943-3200 ext. 237**

**FREQUENTLY ASKED QUESTIONS ABOUT FREE AND RECDUCED PRICED SCHOOL MEALS 2015-2015**

**Apply online at** [**https://www.paschoolmeals.com**](https://www.paschoolmeals.com)

Dear Parent/Guardian:

Children need healthy meals to learn. **Bristol Township School District** offers healthy meals every school day. Breakfast costs **$1.25**; lunch costs **$3.00** for secondary (High School & Middle School); **$1.00** for elementary breakfast; **$2.50** for lunch. **Your children may qualify for free meals or for reduced price meals.** Reduced price is **$.30** for breakfast and **$.40** for lunch. The following question and answers will provide information about the Free & Reduced Price Meals.

 If you have received a **NOTICE OF DIRECT CERTIFICATION** for free meals, **do not** complete the application. But **do** let the school know if any children in your household are not listed on the **Notice of Direct Certification** letter you received.

1. **Who can get free OR REDUCED PRICE meals/MILK?** 
   * All children in households receiving Supplemental Nutrition Assistance Program (SNAP) formerly Food Stamps or Temporary Assistance for Needy Families (TANF) benefits are eligible for free meals.
   * Foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals.
   * Children participating in their school’s Head Start program are eligible for free meals.
   * Children who meet the definition of homeless, runaway, or migrant are eligible for free meals.
   * Children may receive free or reduced price meals if your household’s income is within the limits on the Federal Income Eligibility Guidelines. Your children may qualify for free or reduced price meals if your household income falls at or below the limits on this chart.

|  |  |  |  |
| --- | --- | --- | --- |
| FEDERAL ELIGIBILITY INCOME CHART For School Year 2015-2016 | | | |
| Household size | Yearly | Monthly | Weekly |
| 1 | $21,775 | $1,815 | $419 |
| 2 | $29,471 | $2,456 | $567 |
| 3 | $37,167 | $3,098 | $715 |
| 4 | $44,863 | $3,739 | $863 |
| 5 | $52,559 | $4,380 | $1,011 |
| 6 | $60,255 | $5022 | $1,159 |
| 7 | $67,951 | $5,663 | $1,307 |
| 8 | $75,647 | $6,304 | $1,455 |
| Each additional person: | $7,696 | $642 | $148 |

1. **HOW DO I KNOW IF MY CHILDREN QUALIFY AS homeless, MIGRANT, OR RUNAWAY?** Do the members of your household lack a permanent address? Are you staying together in a shelter, hotel, or other temporary housing arrangement? Does your family relocate on a seasonal basis? Are any children living with you who have chosen to leave their prior family or household? If you believe children in your household meet these descriptions and haven’t been told your children will get free meals, please call **Bristol Township School District, Homeless Liaison or Migrant Coordinator, Helene Mershon 215-943-3200 ext. 220.**
2. **Do I need to fill out an application for each child?** No. *Use* one Free and Reduced Price School Meals Application for all students in your household. We cannot approve an application that is not complete, so be sure to fill out all required information. Return the completed application to: **Ritchie Webb, 6401 Millcreek Road, Levittown, PA 19057; 215-943-3200 ext. 237 or** [Rich.webb@bristoltwpsd.org](mailto:Rich.webb@bristoltwpsd.org).
3. **SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE ALREADY APPROVED FOR FREE MEALS?** No, but please read the letter you got carefully and follow the instructions. If any children in your household were missing from your eligibility notification, contact **Ritchie Webb, 215-943-3200 ext. 237 or** [Rich.Webb@bristoltwpsd.org](mailto:Rich.Webb@bristoltwpsd.org)immediately.
4. **CAN I APPLY ONLINE? Yes! You are encouraged to complete an online application instead of a paper application if you are able. The online application has the same requirements and will ask you for the same information as the paper application. Visit** [www.paschoolmeals.com](http://www.paschoolmeals.com) **to begin or learn more about the online application process or Contact Ritchie Webb, 215-943-3200 ext. 237 or** [Rich.Webb@bristoltwpsd.org](mailto:Rich.Webb@bristoltwpsd.org) **if you have any questions about the online application.**
5. **MY CHILD’S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT A NEW ONE?** Yes. Your child’s application is only good for that school year and for the first few days of this school year. You must send in a new application unless the school told you that your child is eligible for the new school year.
6. **I GET WIC. CAN MY CHILDREN GET FREE MEALS?** Children in households participating in WIC may be eligible for free or reduced price meals. Please send in an application.
7. **Will the information I give be checked?** Yes. We may also ask you to send written proof of the household income you report.
8. **If I don’t qualify now, may I apply later**?Yes, you may apply at any time during the school year. For example, children with a parent or guardian who becomes unemployed may become eligible for free and reduced price meals if the household income drops below the income limit.
9. **What if I disagree with the school’s decision about my application?** You should talk to school officials. You also may ask for a hearing by calling or writing to: **Melanie Gehrens, Acting Superintendent, 6401 Millcreek Road, Levittown, PA 19057; 215-943-3200 ext. 212**
10. **May I apply if someone in my household is not a U.S. citizen?** Yes. You, your children, or other household members do not have to be U.S. citizens to apply for free or reduced price meals.
11. **What if my income is not always the same?** List the amount that you normally receive. For example, if you normally make $1000 each month, but you missed some work last month and only made $900, put down that you made $1000 per month. If you normally get overtime, include it, but do not include it if you only work overtime sometimes. If you have lost a job or had your hours or wages reduced, use your current income.
12. **WHAT IF SOME HOUSEHOLD MEMBERS HAVE NO INCOME TO REPORT?** Household members may not receive some types of income we ask you to report on the application, or may not receive income at all. Whenever this happens, please write a 0 in the field. However, if any income fields are left empty or blank, those will also be counted as zeroes. Please be careful when leaving income fields blank, as we will assume you meant to do so.
13. **We are in the military. do we REPORT OUR INCOME DIFFERENTLY?** Your basic pay and cash bonuses must be reported as income. Ifyou get any cash value allowances for off-base housing, food, or clothing, or receive Family Subsistence Supplemental Allowance payments, it must also be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. Any additional combat pay resulting from deployment is also excluded from income.
14. **WHAT IF THERE ISN’T ENOUGH SPACE ON THE APPLICATION FOR MY FAMILY**? List any additional household members on a separate piece of paper, and attach it to your application. Contact **Ritchie Webb, 215-943-3200 ext. 237 to receive a second application.**
15. **My family needs more help, Are there other programs we might apply for**? To find out how to apply for **SNAP** or other assistance benefits visit www.compass.state.pa.us, contact your local assistance office or call 1800-692-7462.

Sincerely,

**Ritchie Webb**

**215-943-3200 ext. 237**

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual’s income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil rights program compliant of discrimination, complete the USDA Program Discrimination complaint form, found online at <http://www.ascr.usda.gov/complaint_filing_cust.html>, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

USDA is an equal opportunity provider and employer.